

PI - Assignment of Review and Projects

Purpose:

To provide a process for assignment of PI case reviews.

Identification of Roles:

The assignment of reviews and projects will be by the Account and Operations managers within the Program Integrity (PI) Unit

Performance Standards:

N/A

Path of Business Procedure:

- Step 1. Management within the PI Unit selects providers for quarterly screenings based on Surveillance and Utilization Review Services (SURS) Subsystem Report analysis and a schedule that has been established by the State.
- Step 2. Additional reviews are initiated as the result of referrals received from sources outside the unit, national trends communicated through Internet searches and OIG and Carrier alerts.
- Step 3. The Operations Manager assigns to Reviewers the cases from the quarterly screenings and from referrals giving consideration is given to each Reviewer's current workload, including upcoming appeals, size and complexity of the provider types, and previous work experience with the provider types.
- Step 4. Reviewers also may submit projects and reviews to the Supervisor for approval.
- Step 5. The Operations Manager enters the case into OnBase, unless already present from a referral.
- Step 6. The Operations Manager enters the approved case review into the PI database. The PI database automatically sends an e-mail notification to the Reviewer.

- Step 7. The Reviewer completes a “Reviewer Recommendation and Project Initiation” form (SURS F-102_1) and e-mails the Operations Manager with a link containing the provider name and the location of the form. The Reviewer copies the Database Management Administrator on the e-mail.
- Step 8. The Operations Manager approves and completes the Reviewer Recommendation form.
- Step 9. The Operations Manager assigns a project number and enters the project on the Project Directory (P:PI/Case Files/Project Files).
- Step 10. The Operations Manager creates a project folder under P:PI/Case Files/Reviews in Process/[Reviewer Name].
- Step 11. The Operations Manager completes applicable sections of the Reviewer Recommendation and Project Initiation form.
- Step 12. The Operations Manager ensures that the Payment Integrity Specialist is aware of the project.
- Step 13. The Operations Manager sends an e-mail to the Payment Integrity Specialist and Database Management Administrator advising them of the completed form and the assigned project name and number.

Forms/Reports:

\\\\dhsime\imeuniversal\Operational Procedures\Program Integrity\Forms and Letters\Approved Letter Templates\PI Form\Project Initiation Form F102_1P.dotx

RFP Reference:

6.1.2.2.6

Interfaces:

Program Integrity unit

Attachments:

N/A